



Summary of Agency Services

OFFICE OF RECRUITMENT AND SELECTION

- Implementation of Recruitment Programs
- Evaluation of Applicant for Minimum Requirements of Job Education/Experience
- Certification of Eligibles Process
- Authorization of Appointment of Certified Eligibles
- Transaction Processing, Initial Hire and In-service Movement
- Policy Development and Administration
- Maintenance of Class Specifications

OFFICE OF CLASSIFICATION AND COMPENSATION

- Salary Certification for New Hire and In-Service Movement
- Transaction Processing for all Position and Personnel Data Changes
- Pre/Post-Audit Functions, Initial Hire
- Data Evaluations (Demographic/Fund/Status/Organizational Placement)
- Variable Compensation Plan
 - Salary Survey Process
 - Pay Range Determination
 - Establishment of Special Compensation Plans
 - Additional Compensation
- Policy Development and Administration
- Fiscal Year Budget Recommendations for:
 - Realignments
 - Experience Benchmark Awards
 - Additional Compensation
 - New Positions
 - Reallocations
 - Educational Benchmark Awards
 - Deletion of Positions
- Agency/Position Establishment and Abolishment (in accordance with legislative intent)
- Position Control
- Job Analysis and Position Classification
- Development and Maintenance of Class Specifications
- Organizational Staffing Patterns and Charts
- Compliance Reports
- Organizational Studies



OFFICE OF TRAINING

- Management of Training Functions
- On-Site Training
- Certified Public Manager Program
- Basic Supervisory Course
- Administrative Support Certification Program
- Human Resources Certification Program
- Professional Development Courses
- Professional Coaching
- Technical Assistance in Training and Development
 - Needs Assessment
 - Planning a Training Program
 - Training Evaluation
 - Development of Training Plans

ADMINISTRATIVE SUPPORT OFFICE (In-house Operation)

- Business Office Administration
 - Budget Preparation and Expenditure Control
 - Purchasing
 - Accounting
 - Payroll
- Telecommunication Systems Administration
- Administration of Printing and Duplication Operations
- Agency Personnel Administration
- Property Control
- Mail Distribution
- Office Supplies Distribution

OFFICE OF POLICY

- Development/Revision of SPB Policies and Procedures
- Administration/Interpretation of Policies
 - Employee Counseling
 - Agency and General Public Consultation
- Distribution of Policies and Procedures
- Maintenance of State Employee Handbook
- Special Projects



MANAGEMENT INFORMATION SYSTEMS

- Designing and Implementation of Internet Reports and Information
- Maintenance and Security of SPB's Web Based Application Databases
- Support SPB's Wide Area Network and Applications
- Development of Special Information Reports From Statewide Request
- Provide Help Desk For Agency Computing Applications
- Management of Data Security For Agency's Computers and Servers
- Maintain and Upgrade SPB's Internet, WAN and LAN Hardware and Software Products

OFFICE OF THE GENERAL COUNSEL

- Legal Advisor to State Personnel Director on EEO Charges, Legislative Process, Personnel Questions and Pending Litigation
- Compliance with the Fair Labor Standards Act, Civil Rights Acts, and other federal and state employment laws
- Coordination of Board Policy Development and Review, Ensuring Compliance with the Administrative Procedures Act, the Open Records Act and all Laws and Regulations Governing Policy Development and the Statewide Personnel System
- Legal Services Contract Review
- Review of Personal and Professional Service Contracts, submitted to the Personal Service Contract Review Board

EMPLOYEE APPEALS BOARD

- Conducting Hearings and Rendering Decisions on Matters Affecting the Employment Status of State Employees

PERSONAL SERVICE CONTRACT REVIEW BOARD

- Promulgation of rules and regulations governing the solicitation and selection of contractual services personnel which are consistent with sound business practices
- Reviewing contracts in excess of \$100,000.00 to ensure that the terms of the agreement are consistent with the rules and regulations promulgated by the board and to limit risk of loss to the state

